

NIH MANUAL 1130, Travel #6
DATE: 12/14/00
REPLACES: 07/22/99
ISSUING OFFICE: OFM 435-2927

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DELEGATIONS OF AUTHORITY
Permanent Change of Station

Authority Delegated

To authorize and approve transportation and travel related services of civilian employees, service fellows, and special experts in connection with:

1. Permanent change of duty station;
2. Travel of new appointees to first duty station; and,
3. Travel from a duty station outside the continental United States to a place of residence for personnel leaving Government service at the conclusion of an overseas tour of duty.

To Whom Delegated

Area of Authority

Deputy Director

NIH

Deputy Director for Management

NIH

IC Directors/Deputy Directors/
Executive Officers

Respective Area

OD Executive Officer

OD with the
exception of ORS

Associate Director for Research
Services

ORS

Limitations/Guidance

1. The authority for this type of travel shall be contingent upon the prior issuance of a Notification of Personnel Action (SF 50) and the execution of an Employee Agreement for Transfer (Form HHS-355).
2. The authority delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations, and Departmental and NIH policies.

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3. Reimbursement may not exceed (a) the currently set levels for each calendar day or fraction of a day in travel status for actual expense allowance subsistence within the boundaries of the continental United States, or (b) the sum of the maximum per diem allowance plus the currently set allowance for travel outside the boundaries of the continental United States.
4. A special expert will be reimbursed for travel expenses soon after reporting for duty and signing a service agreement. Travel expenses will not be provided to individuals whose permanent residence is within the commuting area of the assignment location at the time of their initial appointment. Further guidance on travel expenses, including information on intermittent special experts, is available in NIH Manual 2300-304-1, "Employment of NIH, NCI and NHLBI Special Experts," at the following URL:
<<http://www3.od.nih.gov/oma/manualchapters/person/2300-304-1/>>.
5. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the redelegation is made. A copy of the redelegation must also be sent to the respective administrative office.
6. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Redelegation

This authority may be redelegated. However, it should be retained at the highest administrative level necessary to ensure that programs are conducted effectively by the appropriate officials, without compromising program integrity, and without undue delay.

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Citations

1. 5 U.S.C. 302; 42 U.S.C. 209, 210, 216, and 282
2. 5 CFR 410; 41 CFR 301; 42 CFR Part 61, Subpart B
3. HHS Travel Manual Chapters 1-30, 1-60, 2-00, 5-20, 6-00-20A, and 6-90
4. HHS Personnel Manual Instruction 571-2
5. NIH Manual 2300-304-1, "Employment of NIH, NCI and NHLBI Special Experts"
6. Travel Expense Act of 1949, as amended (5 U.S.C. 5701 et seq.)
7. Memorandum to the Public Health Service Operating Division Heads from the Secretary, DHHS, dated June 2, 2000, entitled: "Delegation of Authority -- Service Fellowships"
8. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: "Delegations of Authority"
9. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))

/s/
Ruth L. Kirschstein, M.D.
Principal Deputy Director, NIH

Effective Date: December 14, 2000